

FISCAL NOTE

HB 338 - SB 1369

February 1, 2001

SUMMARY OF BILL: Requires the Chief Administrative officer of each office, agency, board, commission and department of state government to inform each employee responsible for public records and each person appointed to serve on a board under that officer's authority about the provisions of state law on public records and the entity's policies for administering such provisions.

ESTIMATED FISCAL IMPACT:

MINIMAL

Currently, each agency and department designates a records officer who coordinates public records activities with Records Management Division of the Department of General Services. Records Management offers 17 classes on administration of public records, publishes a quarterly newsletter and has a website on the Tennessee homepage. In addition, an annual conference is hosted in conjunction with the Secretary of State. The records officer can schedule training for employees or board members or disseminate the necessary information as required.

CERTIFICATION:

This is to duly certify that the information contained herein is true and correct to the best of my knowledge.



James A. Davenport, Executive Director